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**TO: Economic Support Supervisors
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W-2 Agencies**

**FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO

No.: 03-10

Date: 02/26/2003

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: HIGH

**SUBJECT: NEW FOOD STAMP ONLY
APPLICATION**

CROSS REFERENCE: FSH Appendix 21.02; IM Manual chapter 1, Part A

EFFECTIVE DATE: IMMEDIATELY

PURPOSE

This Operations Memo describes the following:

1. The new Food Stamp (FS) Only Application form.
2. Application acceptance and processing requirements by Social Security Agencies (SSA) for SSI recipients.
3. New statement on the CARES generated application signature page.

This new application for food stamps has been developed for use when the CARES system is unavailable. It can also be given to clients who request a paper application form and for SSA staff when they accept applications for households where all household members are applying for or receiving SSI. The form will be published to the Eligibility Management web site prior to February 28, 2003, <http://www.dhfs.state.wi.us/em/>

POLICY

NEW FOOD STAMP APPLICATION FORM (HFS 16019A AND HFS 16091B PARTS 1 AND 2)

For ease of distribution and use, the form has been printed in the following manner:

Food Stamp Application Form – HFS 16019A includes the Registration Form and Important Information (Replaces DES-11605)

Food Stamp Application Form – HFS 16019B includes the Registration Form, Important Information (Part 1) and the Application form (Part 2). This replaces DES-2035 for FS applications.

Registration Form – This will be completed by the customer and used to set the initial application filing date for food stamps. This portion of the form is designed to be separated from the other sections so that it can be mailed, faxed or handed in to the ESA to set the FS application filing date. This form also collects information to determine eligibility for priority services.

NOTE ➤ This new registration form replaces DES-11605, also referred to as DOC 1 or Page 1 and is used to set the filing date for a Food Stamp Application. The ESA will process the new Registration Form in the same manner as the DES-11605.

Additional Information Form – This section describes the applicant/recipient's rights and responsibilities. This portion of the form is designed to be separated from the Registration Form and/or the Application Form so that the customer can read and keep this information for his/her records.

When using the CARES generated application, continue to provide the Rights and Responsibilities addendum (DES-2378) in paper form to FS applicants as a supplement to the CAF.

Application Form – This section gathers the information necessary to determine food stamp benefit eligibility. This portion is designed to be separated from the other sections so that it can be submitted to the ESA agency. Face-to-face application and recertification interviews are required for FS, except in certain circumstances outlined in FSHB appendix 21.02, however this paper application form will serve as a back-up for the CARES interactive interview. Local Economic Support (ES) agencies may also receive completed HFS-16019B applications from Social Security Agencies (SSA) when a face to face application interview has been completed with SSI recipients at the SSA office. (See next section.)

SSA PARTICIPATION IN FS APPLICATIONS

Since January 1, 1992, SSI recipients may be eligible for FS. If an SSI applicant or recipient lives alone or in a household where all FS group members receive or are applying for SSI, s/he has the right to apply for FS at the ES agency or SSA office handling his/her SSI case.

When the SSI applicant or recipient is eligible for this option, he/she is not required to go to an ES agency to apply for FS. The SSA must assist the applicant in completing this new form and submit the application to the ES agency for the applicant as outlined in the agreement between SSA and DHFS. SSA will refer SSI recipients who call or write about FS benefits to the ES agency. Anyone who applies for FS at the SSA office is told of their option to apply at the ES agency and that doing so may expedite receipt of food stamp benefits.

SSA worker responsibility:

1. Decide if the SSI applicant/recipient is eligible to apply for FS at the SSA office.
2. Interview the FS applicant and accept the FS Application.
3. Screen the FS applicant for priority service and help the FS applicant complete the application.
4. Mail the completed application to the ES agency within 1 federal workday.

Reminder ➤ SSI applicants who want FS priority service must complete the Application Registration for Food Stamps form to be submitted by the SSA to the ES agency.

The FS interview conducted by SSA replaces the regular application interview by the ESA. An additional interview by the ES agency is not required. The ES agency will process these FS applications and contact the SSI applicant by other means if more information is needed to process the application.

SSI Applicants in Public Institutions

Residents of public institutions may apply for SSI prior to their release under the SSA Pre-release Program. SSA staff will accept a FS application from the person at the same time they apply for SSI under this program.

When SSA forwards a FS application to the ESA for a resident of a public institution, the time period for processing the application begins the date the resident is released from the institution. Process the application within 30 days after the applicant's release.

NEW STATEMENT ON CAF SIGNATURE PAGE

Effective 03/21/03, a new statement will appear on the Combined Application Form generated in CARES. The statement is also included in the new FS -Only paper application. The statement reads:

"I understand that I am not required to report a reduction or loss of income; however, I may be entitled to a higher food stamp benefit if I do. I understand that as long as I do not report a reduction in my household's monthly income or the loss of any household income, that I will not receive any resulting increase in my food stamp benefit."

The FS applicant/recipient must initial this statement at the time of application and recertification (review). By doing so the FS applicant/recipient indicates an understanding of this statement. When a FS recipient fails to report a decrease in income, no corrective action is necessary to supplement previously underissued FS benefits. The intent of this additional statement is to reduce FS Quality Control benefit errors due to client-caused underissuance for failure to report some changes.

Form Availability

The new Food Stamp Only Application form is available on line. The printed version of the form will be available by the end of February 2003. A DXBM will be issued when the form is available.

BHCE CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/SP